

INSTRUCTIONS FOR COMPLETING REQUISITION FOR EMPLOYEE (PER 15)

The REQUISITION FOR EMPLOYEE (PER 15) is designed to provide agency human resource personnel with a uniform method of requesting authorization to fill vacancies and/or requesting a certification list for a vacant position(s). One PER 15 may be used to request authority to fill and/or a certification list for multiple positions in the same classification provided all **POSITION INFORMATION** (e.g. BUREAU/UNIT/DIVISION, OPTION, WORK LOCATION, POSITION TYPE) are the same.

The following instructions apply when completing the PER 15:

ACTION REQUEST:

- A: Request to Fill Vacancy - If prior approval is required to fill a vacancy (such as an exception to a freeze of a direct hire position), check this box. Complete the POSITION INFORMATION and other applicable items and forward the request to the Bureau of Human Resources.
- B: Request for Certification - If you wish to receive a certification of names, check this box. (If prior approval is required to fill the position, such as an exception to a freeze, check box A also.) Complete the POSITION INFORMATION and CERTIFICATION/RECRUITMENT INSTRUCTIONS sections and forward the request to the Bureau of Human Resources.

POSITION INFORMATION

COMPANY NUMBER:.....Enter Agency processing company number.
BUDGET POSITION NUMBER(S):...Enter budget position number(s) for position(s) (up to 10 digits) to be filled.
UNIT DIVISION:.....Enter Unit Division to which position is assigned.
DEPARTMENT/AGENCY:.....Self explanatory.
BUREAU/DIVISION:.....Enter Bureau/Division to which position is assigned.
STATION NUMBER:.....Enter assigned State House Station number.
CLASS CODE:.....Enter appropriate class code (four or six digit).
CLASS TITLE:.....Self explanatory.
RANGE:.....Self explanatory.
OPTION:.....Enter option title if one is assigned to position.
WORK LOCATION:Enter where position is located, e.g. Augusta, Lewiston, etc.
POSITION TYPE:Check applicable boxes.
FUND CODE:.....Enter position accounting code.
CONTACT PERSON:.....Name of person to contact for more information about position.
PHONE NUMBER:Phone number of CONTACT PERSON.

CERTIFICATION/RECRUITMENT INSTRUCTIONS

TYPE REQUESTED: Check the box beside the type of certification you are requesting. Check only one box in this section. **Justification is required for Open Competitive and Reemployment Certifications.** Definitions are attached.

ADDITIONAL INSTRUCTIONS: Check the box(es) beside the applicable item(s). More than one box may be checked. **Justification is required for a Selective Certification and must contain the specific criteria on which the selection is to be based.** Definitions are attached.

OPEN FOR RECRUITMENT (*justification is required*):

If requesting to open the register, check the type of recruitment desired (*check only one*) and provide the reason for the request in the SPECIAL CONSIDERATIONS/INSTRUCTIONS/ REASON FOR OPENING REGISTER section.

AP: Agency Promotional - Only employees of the requesting Department may apply;

SWP: Statewide Promotional - Only employees with promotional status in the Executive Branch of Maine State Government may apply; or

OCP: Open Competitive & Promotional - Anyone may apply.

ADVERTISING (*If requesting to open the register, check the type of advertising desired*):

None:

No ad will be run. This usually applies to AP recruitments only.

Single Line Ad (*OCP only*):

BHR will publish a one-line newspaper ad containing the class title, class code, salary, location, and closing date. Agencies will be charged.

Posting Only (*SWP and OCP only*):

BHR will run a block ad in the Current State Vacancies posting. There is no charge for this service.

Block (*OCP only*):

If checked, BHR will place an ad in the Maine Sunday Telegram and the Bangor Daily News Weekend Edition (*these advertisements are run biweekly*). The ad will contain the class title, class code, salary, position location and agency, a description of the work, the minimum qualifications and special requirements, and recruitment closing date. Agencies will be charged for the cost of their portion of the overall "Careers in Maine" ad.

Internet (*OCP only*):

If checked, BHR will place a block ad as described above on the Internet. There is no charge for this service.

Special (*OCP only*):

Check this box if the Agency plans to run the ad in papers and magazines of their choosing, television, etc. The Agency is responsible for placement of special advertising and must coordinate the timing of these ads to comply with established recruitment periods.

SPECIAL CONSIDERATIONS/INSTRUCTIONS/REASON FOR OPENING REGISTER:

Use this section to justify Open Competitive, Reemployment, or Selective certification requests and provide/explain special instructions and requirements. Additional sheets may be used when necessary.

SIGNATURE OF APPOINTING AUTHORITY OR REPRESENTATIVE

Self Explanatory. If Submitting by E-mail, type in appropriate name.

The PER 15 may be submitted electronically. It should be e-mailed to Robin Danforth. Otherwise, a hard copy must be printed and sent to Robin Danforth, Bureau of Human Resources, 4 State House Station, Augusta, ME.